

Minerals Management Service  
Minerals Management Service Manual

**Effective Date:** June 19, 2006

**Release No.:** 298

**Series:** Administrative

**Part 370.610:** Hours of Duty

**Chapter 2:** Workweeks

**Originating Office:** Administration and Budget, Human Resources Division

- 1. Administrative Workweek:** The MMS established administrative workweek is the 7-day calendar week extending from Sunday through Saturday.
- 2. Basic 40-hour Workweek:** The basic 40-hour workweek is scheduled on 5 days, Monday through Friday, and the 2 days outside the basic workweek are consecutive.
- 3. Basic Workweek for Full-Time Employees:** The MMS established basic workweek for full-time employees is either the standard workweek of 40 hours or a Flexible Work Schedule that requires an 80-hour biweekly basic work requirement.
- 4. Basic Workweek for Part Time Employees:** The established basic workweek for part-time employees shall be no less than 16 hours or more than 32 hours per week.
- 5. Basic Workweek for Employees Covered by Collective Bargaining Agreements:**  
Employees covered by collective bargaining agreements that provide for a basic workweek other than that described above may work the agreed upon workweek.
- 6. Deviations from Basic Workweek:** Deviations from the basic workweek described above may be requested and authorized in accordance with the MMS Administrative Delegations of Authority.